

 <p style="text-align: center;"><b>CITY OF MILES CITY</b></p> <p style="text-align: center;"><b>Position Description</b></p> <p style="text-align: center;"><i><b>Building Inspector / Code Enforcement Officer</b></i></p>	Last Revised	09/02/2021
	Effective	08/2006
	FSLA Exempt	Non-Exempt
	Job Class	Administrative
	Department	Building Inspection
	Accountable to	Mayor

**SUMMARY OF WORK**

The Building Inspector / Code Enforcement Officer is a legally sworn agent of the Mayor. This officer is responsible for conducting investigations related to land use, zoning, dangerous structures, building inspection, issuance of building permits, inspection of buildings for code compliance, signs, condemnation. In addition, it is the role of this officer to identify public health and safety hazards, enforce property maintenance standards, respond to citizen complaints and issue abatement notices. Monitor construction sites.

**ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES**

1. Accepts applications for land use, various permits, occupancy, licenses, review plans and permits. Read, interpret, correlate plans to ordinance and codes, provides recommendations on the plan to approving authorities, issue permits and licenses, and maintains files for permits, plans and licenses.
2. Checks construction plans for the compliance of codes. Visits building sites existing buildings to perform inspections including, but not limited to, zoning, location of property, footing and foundation, frame and other inspections to ensure compliance with local and State building codes.
3. Receives inspection requests and complaints, concerning code violations; prepares and issues notices to comply, follows up on all corrective action by reviewing and re-inspecting sites to assure corrections have been made.
4. Receives telephone calls, handles questions of a general and technical nature. Directs others to the appropriate agencies; assists applicants in filling out forms and applications.
5. Attends appropriate construction code classes, seminars and other training as approved.
6. Works in conjunction with the Planning Board, Zoning Commission, Public Works, Public Utilities, Flood Plain Administration, Board of Appeals and the City to review and enforce ordinances, zoning codes, Preliminary and final plats. Coordinates with the Council and Planning Board to keep the adoption of codes current with the state code and monitor permit fees to be uniform in cost with the industry. Works with the Board of Appeals on interpretations of zoning ordinances and other municipalities as requested.
7. Attends Planning Board, Zoning Commission, Boards of Appeals and other city meetings as requested. May act as staff member to commissions.
8. Keeps records and reports monthly on the number of permits issued, to whom, the amount collected for permit fees and impact fees and a monthly activity report.

9. Provides direct input on ordinance / resolution adoption and provides direct input for ordinance updates.
10. Resolves disputes over interpretation and application of building codes.
11. Maintains building inspection records.
12. Utilizes computer for tracking projects, writing and generating reports.
13. Inspect, monitor, and investigate residential and commercial premises to ensure compliance with municipal building ordinances and state and federal regulations. Determine steps necessary for compliance and advise violators or required action.
14. Monitor code enforcement cases to ensure compliance.
15. Performs public educational programs.
16. Issues citations, prepare cases for litigation, and testify in court.
17. Coordinate code enforcement activities with other divisions.
18. Respond to complaints and proactively survey the city to resolve code violations.
19. Inspect property with unknown hazardous conditions.
20. Prepare correspondence and reports pertaining to code enforcement.
21. Work with City Prosecutor to hold office hearings, and prepare cases for prosecution.
22. Explain violations and alternative mitigation measures.
23. Perform other duties as requested or assigned.

## **MINIMUM REQUIREMENTS**

### Education (knowledge)

High School diploma. Two or more years of engineering technology or civil engineering course work (required) or equivalent experience. Obtains Building Codes Certificate or able to obtain a certificate within six months.

This position requires a knowledge civil and construction engineering principles, knowledge of codes for building, mechanical, fire, flood plain and life safety; and knowledge of computer operations, including word processing, spreadsheet, database, and AutoCAD software.

### Experience (skills, abilities)

This position requires skills in review, inspection, and determining compliance of building construction and skills in use of office machines. This position requires the ability to: communicate effectively orally and in writing; know and enforce all building codes fairly; physically move around all parts of construction sites for inspections; make timely inspections; make field inspection decisions; follow safety procedures; deal with the public and contractors in sometimes stressful situations; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

### Certificates/Licenses

## **DESIRABLE QUALIFICATIONS**

### **Knowledge:**

**Skills:**

**Abilities:**

### **PERFORMANCE STANDARDS**

Individual performance evaluation shall be based on the following elements:

- Productivity/Independence/Reliability
- Job Knowledge
- Interpersonal Relationships/Cooperation/Commitment
- Attendance
- Adherence to Policy
- Overall Performance

### **WORKING CONDITIONS**

Stand - Frequent

Sit - Occasional

Lift - Occasional

Noise - Frequent

Hazardous materials exposure - Seldom

Travel - Seldom

Other

### **PHYSICAL REQUIREMENTS**

***I attest that this City of Miles City Position Description accurately reflects the major duties of this position.***

Position Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***This City of Miles City Position Description has been reviewed and is recommended by City Human Resource Director.***

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***This City of Miles City Position Description has been reviewed and approved by City Human Resource Committee.***

HR Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

***I, \_\_\_\_\_, acknowledge I have received and reviewed the Miles City Position Description; this position description will become part of my personnel file.***

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*